

# PART ONE

## GENERAL INFORMATION

### CHAPTER 2

### INTRODUCTION

The Introduction portion of this report familiarizes the reader with the purpose, scope and method of accomplishment used in writing the Installation Design Guide (IDG).

#### SECTION A

#### CONTRACTUAL

#### RECAP

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The authorization for this Installation Design Guide for Fort Lewis, Washington, is contained in Contract No. DACA67-85-D-0021 (DO #11) between Seattle District Corps of Engineers and Higginbotham & Associates, Colorado Springs, CO. It is the second and final phase of our contract, following a Data Collection Report. Guidance for this Installation Design Guide is

contained in Army Regulation 210-20, Master Planning for Army Installation (Second Draft, January 1985).

This work is undertaken in response to a funding request from Master Planning Branch, Directorate of Engineering and Housing (DEH), Fort Lewis, Washington, dated 27 December 1985 (DA Form 2544, KM 6056-86).

## **SECTION B**

# **PURPOSE OF THE INSTALLATION DESIGN GUIDE**

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The purpose of the Installation Design Guide is to create a document which is to be used as an instrument to improve the visual environment of Fort Lewis.

This document will offer guidance for the planning and design of major and minor projects, including new construction, additions and remodeling.

## **SECTION C**

# **SCOPE OF WORK**

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The Installation Design Guide scope of work includes the preparation of General and Specific Design Guidelines unique to Fort Lewis, based on the **desired image** which was established in the Data Collection Report, and five Prototype Designs intended to demonstrate how to utilize this information.

Specific design criteria shall be attached to early programming documents for each new or renovation construction project.

The Data Collection Report will be available to A/E contractors at the Seattle District Corps of Engineers office.

## **SECTION D**

# **METHOD OF ACCOMPLISHMENT**

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This report is accomplished by means of narra-

tive text, graphs and illustrative sketches. Color graphic boards illustrate the desired image and possible site and building designs for each prototype area and are suitable for permanent display. Interview information gathered from Fort Lewis DEH personnel and the Installation Design Manual (TM5-803-5), March 1981, served as basic guidance.

## **SECTION E**

# **INSTALLATION DESIGN GUIDE ORGANIZATION**

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This report is composed of five parts:

**Part One - General Information** of this report contains introductory information such as a contractual recap, a statement of purpose, an explanation of scope and of method, a list of major references, a description of how the report is to be used, a discussion of its implementation and a description of each of the eight Zones.

**Part Two - General Design Guidelines** consists of a discussion of climatic and topographical considerations, and an historical/regional character description.

These are followed by **Part Three - Specific Design Guidelines** which contains design criteria for master planning, site design and building design. When applicable, these design criteria are addressed Zone by Zone in removable sections.

**Part Four - Application of Design Guidelines to Prototype Areas** of this report graphically demonstrates the application of the design criteria to these five areas of the Post. The information in the first portions of the document is primarily text accompanied by illustrations; however, the prototype information is presented in a graphic format accompanied by explanatory text.

**Part Five - Evaluation Process** establishes the review process to be used when evaluating a project's compliance with the Installation Design Guide.

These five parts are preceded by a table of contents and followed by appendices.

## **SECTION F**

### **HOW TO USE THE INSTALLATION DESIGN GUIDE (IDG)**

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The IDG shall be thought of as an on-going tool to greatly improve the visual appearance of Fort Lewis thereby creating an environment which will attract and retain highly skilled and motivated personnel. The user shall first **read the entire document** to gain an understanding of its contents and structure. The IDG will see its greatest use as a **guide to enable** enlightened personnel to evaluate project designs by determining their impact on the goals and objectives of Fort Lewis. Competent design professionals, upon receiving the document and relating it to their project, will be able to use the conceptual ideas in the IDG as a **starting point for their designs**, and will be able to **implement the design criteria into their projects so as to create a harmonious, coherently-designed Post.**

The user's first task is to determine the nature of the construction or maintenance project to be performed and the visual Zone in which it is to occur. As the reader refers to the Zone Map (M-2-C), he or she may discover that the project occurs in one or several Zones. If further Zone clarification is needed, refer to the Zone descriptive text and study the illustrations. Chapter 9 contains separate Zonal Information for each Zone. If a project does occur in more than one Zone, utilize the correct Zonal Information in Chapter 9, allowing the more stringent design criteria to govern.

Higginbotham & Assoc  
April 1987

For the design of most facilities on the Post, the Installation Design Guide is to be furnished in its entirety to the contractor to enable him to understand its intent and properly utilize its information. However, in certain instances, an entire Installation Design Guide document may not be necessary. In minor designs or simple material or color selection projects or in projects designed by in-house staff, the personnel involved should be totally familiar with this information already. In these instances provide applicable specific design criteria found in Section B, Zonal Application in Chapter 9.

There are five Prototype designs in Part Four - Application of Design Guidelines. Each of the Prototype designs involves more than one Zone. The contractor's attention should be drawn to the Prototype design which most closely matches his project.

Although Part Five - Project Evaluation is intended primarily for the use of the Reviewers of projects, its inclusion in the document furnished to the A/E contractors will assist them in understanding how their design will be analyzed and judged. This additional information will improve the performance accountability of each contractor, by supplying him with a systematically organized Checklist and Review sheets for the design chapters (Chapters 4 through 9).

Part Five - Evaluation contains Chapter 15 - Project Evaluation which includes six sections. Section A recaps the chapter's contents and Section B discusses the function and purpose of the evaluation process. Section C provides instructions regarding how to use the IDG Review sheets (Chapters 4 through 9), how to use the Checklist which is a project analysis work sheet for Reviewers organized on a Task-by-Task basis, how to complete the Summary, and how to provide IDG information to the A/E contractor.

The manner in which a Reviewer will use the IDG to check a project is described below.

#### **TASK ONE**

Establish the nature of the project and determine the Visual Zone in which it is to occur.

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**TASK TWO**

Establish whether or not the Climatological Criteria have been met (Chapter 4).

**TASK THREE**

Establish whether or not the Topographical Criteria have been met (Chapter 5).

**TASK FOUR**

Establish whether or not the Historical/Regional Criteria have been met (Chapter 6).

**TASK FIVE**

Establish whether or not the Master Plan Criteria have been met (Chapter 7).

**TASK SIX**

Establish whether or not the Site Design Criteria have been met (Chapter 8).

**TASK SEVEN**

Establish whether or not the Building Design Criteria have been met (Chapter 9).

**TASK EIGHT**

Compare the project to the Prototypes (same Zone when applicable) to see if the final visual result presents an "integrated design appearance" such as was achieved in each Prototype design. Each of the five Prototype chapters graphically explains how the IDG process works.

The purpose of the two-page Checklist is to provide an organized "work sheet" for collecting and tabulating the visual design information for each project. There are separate categories listed under each task; the tasks correspond to the chapter headings. Review of a project con-

sists of eliminating any categories which don't apply (thus tailoring the Master Checklist to each project), and marking the others "yes" (approved) or "no" (disapproved). In order to refresh his memory on a particular category, the user refers back to the graphic information in the appropriate chapter. All information is provided in the same sequence.

The one-page Summary consists of a Project Approval Form and a List of Written Comments. It is a "recap" of the Checklist, organizing the information according to Task. The Project Approval Form tabulates the approval information and displays the approval process routing. The List of Written Comments provides the Reviewer with a place to summarize his positive and/or negative thoughts. Each project needs the approval of the Design Coordinator; each major project of significant impact shall need the approval of the Installation Planning Board. Thus, the final information for each project is reduced to one brief sheet.

## SECTION G EDUCATION PROGRAM

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Because the success of the IDG will depend upon installation-wide support, it would be beneficial to implement an IDG Education Program to cause the concept of improving the visual appearance of Fort Lewis to be understood by all.

An initial explanation of the purpose and goals of the IDG will be published in the Post newspaper. This will be followed up with later articles appearing on a regular basis which discuss the major ideas in greater depth along with examples of how the IDG is being implemented.

## **SECTION H**

### **IMPLEMENTATION**

This section of the report explains the relationship of the IDG to various groups of concerned people and other related plans. The IDG is intended to be used by the following people for information which deals with the **visual quality** of each design.

#### **Relationship of the IDG to Fort Lewis Command/Staff Officers**

Newly assigned senior command and staff members of the Installation will use the IDG as an effective orientation document.

#### **Relationship of the IDG to Installation/Division Commander**

Installation/Division Commander will use the IDG as an aid in **prioritizing** new construction to fit the changing needs of the Installation.

#### **Relationship of the IDG to Corp of Engineer Staff**

It is the Corps of Engineers' responsibility for military construction to provide the in-house and contract designers with the IDG and to oversee the review process.

#### **Relationship of the IDG to Installation Planning Board**

The Installation Planning board will use the

IDG as one of its prime **references** for design approval of future facilities.

#### **Relationship of the IDG to Directorate of Engineering and Housing Staff**

Directorate of Engineering and Housing staff and Engineering and Services personnel who are responsible for preparing requests for proposals, design contracts, construction contracts or maintenance work orders for any element or facility of this Post will become **intimately familiar** with this document, and will be able to provide information for future updates and additions to the IDG.

#### **Relationship of the IDG to Architectural/Engineering Contractors (who will be producing designs utilizing the IDG concepts).**

Since this document will be incorporated into the Fort Lewis Master Plan, the IDG will become a design tool which will be furnished to Architects/Engineers to aid them in designing facilities at Fort Lewis. It will affect the master planning process by causing a re-thinking of the entire Installation from a standpoint of visual design. It is to be expected that certain changes will need to occur in order to change the entire Fort Lewis Installation into a **totally integrated visual design**.

#### **Relationship of the IDG to Operations and Maintenance Work Plan**

In relation to the Operations and Maintenance Work Plan, all work projects must be reviewed also to see that they conform to the **objectives** of the IDG.

### **Recommendation For Permanent Design Coordinator Position and Review Team**

In order to facilitate the use of the IDG, there should be a **single**, designated member of the Directorate of Engineering and Housing staff who is placed in **charge of design review and coordination**. This person will need to have sufficient authority to **facilitate the purpose** of the IDG and reach a goal of coordinated design; this person will work with the Review Team of staff members.

It is recommended that a "team" be developed which will function under the leadership of the Design Coordinator. This team would periodically review projects on a group basis in order to educate and to standardize the IDG interpretations, and to check to see that the IDG is being correctly adhered to and implemented. The team should be composed of members of DEH and the COE; positions should be rotated so that everyone is able to participate. This would be an "in-house" educational process as well. Members of the team should represent these areas:

- Master Planning
- Engineering Services
- Environmental Branch
- Buildings and Grounds

### **How To Update The Installation Design Guide**

This document has been formatted in such a way that additional design information can be added in the future. It is essentially a timeless document, concerned with design principles and concepts, and should be thought of as an **on-going**, living document. The work of correcting existing problems and creating new facilities should continue indefinitely under this document's guidance.

### **Additional Required Studies/Supplements**

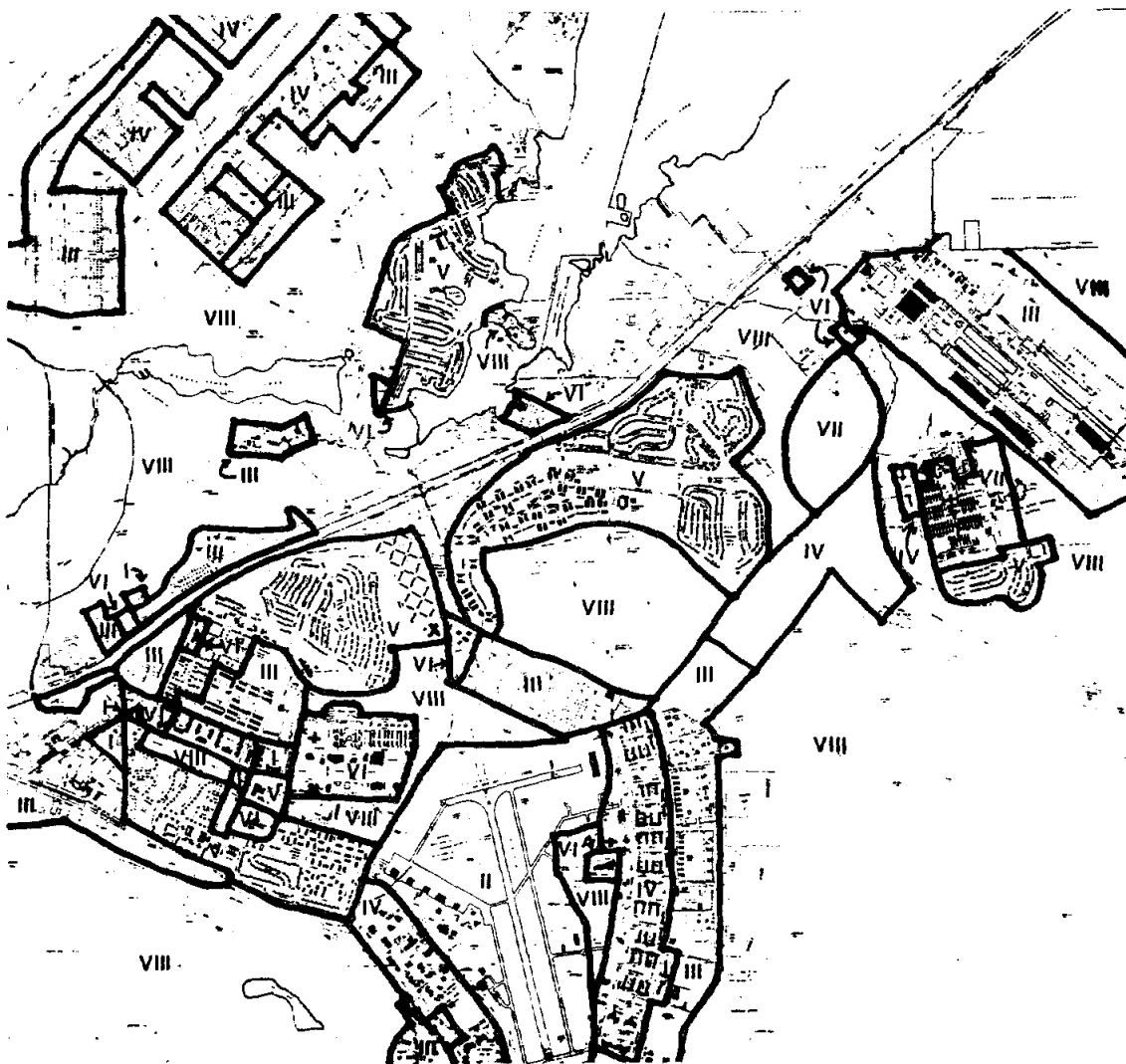
Future studies may be desirable, such as a **prioritized list of design goals** and a specific plan and specification for each of the Design Criteria sections within each Zone. Supplemental design information should be added to the document in order to clarify future concerns and questions.

## Section I

### Description of Zones

After an analysis of the visual characteristics of each area which was accomplished in the Data Collection Report phase of this contract, eight Zones were determined based on the separate and distinct function each served. (Map M-2-A)

- Zone I Headquarters/Installation Admin Zone
- Zone II Airfield Zone
- Zone III Maintenance/Storage/Supply Zone
- Zone IV Troop Housing Zone
- Zone V Family Housing Zone
- Zone VI Community Facilities Zone
- Zone VII Medical Zone
- Zone VIII Open Space Zone



Map M-2-A

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**Zone I**  
**Headquarters/Installation**  
**Admin Zone**

Post Headquarters  
I Corps Headquarters  
9th Infantry Division Headquarters.  
Major Installation Administrative Functions  
Main Installation Entrances



Fig F-2-A

**Zone III**  
**Maintenance/Storage/Supply**  
**Zone**

Motor Pools & Industrial Facilities  
Logistics Support Center



Fig F-2-C

**Zone II**  
**Airfield Zone**

Support Facilities (Hangars, etc)  
Administrative Facilities  
Training Facilities  
Open Space

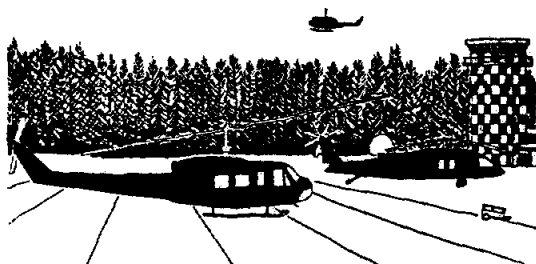


Fig F-2-B

**Zone IV**  
**Troop Housing Zone**

Unaccompanied Enlisted Housing  
Unit Administration/Storage

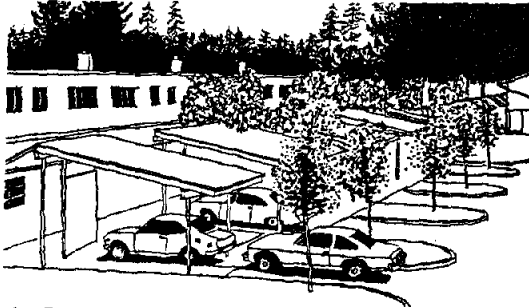


Fig F-2-D



## Zone V Family Housing Zone

Detached Housing  
Attached Housing  
Dependent Schools



F-2-E

## Zone VII Medical Zone

Madigan Army Medical Center  
Dental Clinics

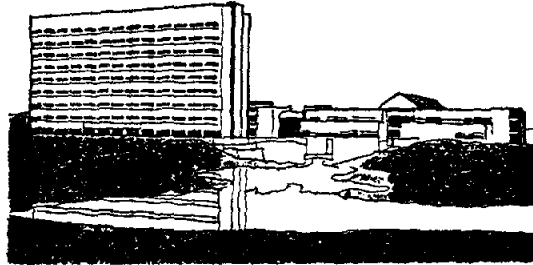


Fig F-2-G

## Zone VI Community Facilities Zone

Retail Outlets  
Indoor Recreation Facilities  
Morale and Welfare Facilities (Theatres,  
Child Care Centers, Auto Craft Shops, Chapels  
& Religious Facilities, etc)  
Banks



Fig F-2-F

## Zone VIII Open Space Zone

Natural Areas (forested hills, marshes, etc)  
Developed Areas of Inactive and  
Active Uses



Fig F-2-H

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